



DTS CUSTOMER DELIVERY RECEIPT

See Instructions on Back

1) Agency Prefix:	2) Date:
3) Courier Pick-up Time:	4) Container Number:
5) Comments:	
AUTHORIZATION	
6) DTS Representative's Name (Print):	7) DTS Representative's Signature:
8) Courier's Name (Print):	9) Courier's Signature:
10) Customer's Name (Print):	11) Customer's Signature (your signature acknowledges container(s) has been received):
12) Date/Time Receipt Received By Customer:	13) Date/Time Receipt Received By DTS Representative:

DTS 356 (01/07)



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12) Date/Time Receipt Received By Customer:	13) Date/Time Receipt Received By DTS Representative:

DTS 356 (01/07)

DTS CUSTOMER DELIVERY RECEIPT INSTRUCTIONS

The purpose of this form is to serve as a receipt to track and account for all containers being shipped between the Department of Technology Services (DTS) and DTS customer locations. Initially, the delivery receipt is completed and signed by a DTS representative and the courier when the container is ready for shipment. Once the container arrives at the customer location, the customer signs their name and includes the date and time the container was received. The courier then returns the delivery receipt to DTS.

1) **Agency Prefix** Enter agency prefix.

2) **Date** Enter today's date.

3) **Courier Pick-up Time** Enter the time the courier picked up the container.

4) **Container Number** Enter container number.

5) **Comments** Enter general comments.

AUTHORIZATION

6) **DTS Representative's Name (Print)** Print name of DTS representative authorizing the container is ready for shipment.

7) **DTS Representative's Signature** Signature of DTS representative authorizing the container is ready for shipment.

8) **Courier's Name (Print)** Print name of courier.

9) **Courier's Signature** Signature of courier.

10) **Customer's Name:** Print name of customer who received the container.

11) **Customer's Signature (acknowledges container has been received)** Signature of customer who received container.

12) **Date/Time Receipt Received By Customer** Enter the date and time the receipt was received by the customer.

13) **Date/Time Receipt Received By DTS Representative** Enter the date and time the receipt was returned to DTS and received by the DTS representative.

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13) **Date/Time Receipt Received By DTS Representative** Enter the date and time the receipt was returned to DTS and received by the DTS representative.